Document: 200.2

**APPLICATION FOR INSTITUTIONAL EVALUATION**

**Institution:**

**District:**

**Faculties and Departments:**

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| **FACULTIES** | **DEPARTMENTS** |
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**Institution’s status (check √ where applicable):**

* New Institution:
* Existing Institution:
* Registered but not evaluated-accredited:
* It was evaluated and received accreditation:
	+ State the accrediting body:
	+ Date of commencement of the accreditation:
* It was evaluated but did not receive accreditation
	+ State the evaluating body:

**Institution’s category (check √ where applicable):**

* Public University ….........
* Private University ……….
* Public School of Higher Education ……….
* Private School of Higher Education ………

**APPLICATION SUBMISSION CHECKLIST**

**For the effective processing of your application, it is confirmed that the following have been delivered/sent to the offices of CY.Q.A.A. (check √ where applicable):**

1. Cover Letter
2. Copy of the receipt for the payment of the fees
3. Application in English/Greek in print (1 copy)
4. Application in English/Greek

in digital form (1CD)

1. ATTACHMENT- Document 200.2.1 (For the issuing of a Certificate

of Inspection for Public and Public Use Buildings)

**Chief Person in Charge of the Institution According to the Law (the chief person’s CV is included in the application with the CVs of the academic personnel).**

**Name:** **Signature:**

**Tel.:** **E-Mail:**

**Date of Application Submission:**

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| **This document is submitted on the basis of Article (17) of the “Quality Assurance and Accreditation of Higher Education and the Establishment and Operation of an Agency on Related Matters Laws” of 2015 to 2021 [L. 136 (Ι)/2015 - L. 132(Ι)/2021] for Institutional Evaluation.**It is noted that:1. The Higher Education Institution prepares and submits the application, in Greek and English.
2. The application and the cover letter must be submitted in both printed and electronic form, with the signature of the highest ranking person responsible for the Institution as indicated by the Law.
3. The Institution has the responsibility to ensure that the application includes all required information and that the information is true and accurate.
4. The application must include all information required by the present document, as well any other additional information pertinent to the Criteria set by the Agency, in relation to Institutional Evaluation.
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**GENERAL GUIDELINES FOR COMPLETING THE APPLICATION FORM**

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| **1. As it is not possible to predict the necessary space to enter the required information in the form, interested parties are requested to copy this form on their computers, along with the instructions included herewith, allowing the necessary space for every entry.****2. A separate application should be submitted for the main campus of the institution and for the branches of the institution.** **3. As this application, when accepted, will be evaluated by an External Evaluation Committee, it should be submitted** **in printed and electronic form.****4. Complete all that applies or note “Not applicable” and explain the Institution’s relevant policy on the particular criterion.****5.**  **For the completion of this form, see Part “M” entitled “SPECIFIC GUIDELINES FOR COMPLETING THE APPLICATION FORM” as well as ANNEX 14 entitled “QUALITY STANDARDS AND INDICATORS”.**  |

**Notes:**

In order for this application to be valid, a copy of the receipt for the payment of the required fees based on the “Quality Assurance and Accreditation of Higher Education and the Establishment and Operation of an Agency on Related Matters Laws” of 2015 to 2021 [L. 136 (Ι)/2015 - L. 132(Ι)/2021], should be submitted with the application.

If the application refers to a new Institution, separate applications should be submitted for the evaluation and accreditation of the programmes of Study to be offered.

**Α. INFORMATION ABOUT THE INSTITUTION**

|  |
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| **1. Name of Institution (*see M. Specific Guidelines*)** |
| **2. Main Campus or Branch that the present application refers to** |
| **3. Legal status of the Institution (M. *Specific Guidelines*)**  |
| **4. Institution’s operation licenses *(M. Specific Guidelines)***  |
| 1. **Language of Instruction-Languages of Instruction of the Institution**
 |
| 1. **Institution’s Structure *(M. Specific Guidelines)***
 |
| 1. **Institution’s officials *(M. Specific Guidelines)***
 |
| 1. **Council and Senate (Table 1)**
 |
| 1. **Institution’s Charter (ANNEX 1)**
 |
| 1. **Institution’s Internal Regulations (ANNEX 2)**
 |
| 1. **Institution’s Rules/Regulations and Student and Academic Staff handbooks (ANNEX 3)**
 |
| 1. **Study Guide (ANNEX 4)**
 |

**Β. BUILDING FACILITIES- EMPLOYMENT OF CIVIL ENGINEER**

Institutions are invited to work with a civil engineer registered with The Cyprus Scientific and Technical Chamber (ETEK) in accordance with the requirements below to complete the necessary forms. As the attached forms may require the collaboration of an electrical engineer and a mechanical engineer, the civil engineer will in such a case inform the institutions of the employment of these engineers and ensure that the required forms are obtained.

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| 1. **Site Map, Size, Area and Spatial Plan showing the building facilities, parking spaces (for students, teachers visitors, disabled people), sport grounds and free outdoor area. (ANNEX 5)**

From the file of the issued building permit, submit copies including the following documents and drawings with the official stamp of the relevant department:- Building permit\* (ANNEX 5.1)- A topographical plan showing clearly the area of the buildings and the plots of land they occupy (ANNEX 5.2) - Site plan showing the buildings, parking areas (for students, teachers, visitors, disabled people), sports facilities and open space (ANNEX 5.3)\*For government buildings, submit the approved plans from the relevant government department. |
| **2.1 Operating licences from government departments or the Local Authority (ANNEX 6.1)****2.2 The following Visual Inspection Certificates for the premises of the institutions, duly completed (ANNEX 6.2):****(α)** Visual Inspection Form- FORM DIPAE 102 (Form 200.2.1 - APPENDIX)**(b)** Visual inspection form for the seismic performance of buildings-FORM DIPAE 103 (Form 200.2.1- APPENDIX)**(c)** Forms for the issuance of certificates for the various stages of inspection-FORMS DIPAE 104.1 - 104.6 (Depending on requirements)- (Form 200.2.1- APPENDIX) (Form of Certificate of Successful or Unsuccessful Visual Inspection)For parts (a) to (c) the ETEK form on Methodology of regular building inspection regarding their structural adequacy, should be completed.**2.3 Fire Safety Certificate from the Fire Service (ANNEX 6.3)****2.4 Certificate of Suitability of Electrical Installation from the department of Electromechanical Services (HMY)- (ANNEX 6.4)**When it is not possible to obtain the certificate from the above mentioned department:a) A certificate from an electrical engineer (a registered member of ETEK) must be submitted certifying that the relevant electrical installations are tested and safe for use by the public; andb) The electrical engineer completes the Visual Inspection of Buildings Form of ETEK, specifically Section C3: Electrical Installation Inspection (Form DIPAE 105; Form 200.2.1- APPENDIX).**2.5 A copy of a cooling and heating system inspection by an inspector registered with the Ministry of Energy, Trade and Industry**. In the event that the inspection has not been carried out, then the Mechanical Installation Fitness Check Certificate by a Mechanical Engineer (registered member of ETEK) is completed; **(ANNEX 6.5)** and in addition, the Visual Inspection of Buildings form of ETEK, and in particular section C4: Inspection of Mechanical Installation (Form DIPAE 106 - Form 200.2.1 - APPENDIX) is completed. |
| **3. Teaching rooms’/ Classrooms’ number, size, capacity, percentage of daily usage (Table 2)** |
| **4. Academic personnel’s offices number, size, capacity (Table 3)** |
| **5. Laboratories’ number, size, capacity per department and per programme of study (Table 4)** |
| **6. Αdministration rooms’/offices’ number, size, capacity (Table 5)** |
| **7. Administrative Services rooms’/offices’ number, size, capacity (Table 6)**  |
| **8. Student parking space (*M. Specific Guidelines*)- see point 1 above** |
| **9. Academic and teaching staff parking space (*M. Specific Guidelines*)- see point 1 above** |

**C. STUDENT WELFARE SERVICES**

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| **1. Special access for students with disabilities (PWD) (ANNEX 7) (*M. Specific Guidelines), (see section B-*BUILDING FACILITIES/ EMPLOYMENT OF CIVIL ENGINEER, paragraph 1)** |
| **2. Recreation areas (ANNEX 8) (*M. Specific Guidelines)*** |
| 1. **Policy and statutes for academic student support (*M. Specific Guidelines*)**
 |
| **4. Policy and statutes for financial student support (*M. Specific Guidelines*)** |
| **5. Counseling services (*M. Specific Guidelines*)** |
| **6. Career office (*M. Specific Guidelines*)** |
| **7. Service linking the institution with businesses (*M. Specific Guidelines*)** |
| **8. Mobility office (*M. Specific Guidelines*)** |
| **9. Student clubs/organisations/associations (*D. Specific Guidelines*) (Table 7)** |
| **10. Other services (*M. Specific Guidelines*)** |

**D. INFRASTRUCTURE**

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| **1. Library (ANNEX 9) (*M. Specific Guidelines*)** |
| **2. Computers available for use by the students (*M. Specific Guidelines*)** |
| **3. Technological support (*M. Specific Guidelines*)** |
| **4. Technical support (*M. Specific Guidelines*)**  |

**Ε. ACADEMIC PROFILE AND ORIENTATION OF THE INSTITUTION**

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| **1. Institution’s mission statement (*M. Specific Guidelines*)** |
| **2. Institution’s strategic planning (*M. Specific Guidelines*)**  |
| **3. Faculties and Departments (Table 8)** |
| **4. Programmes of Study (*M. Specific Guidelines*) (Table 9)**  |
| **5. Institution’s social contribution**  |
| **6. Printed and electronic means of providing information to the public**  |
| **7. Recruitment and selection process for academic staff (*M. Specific Guidelines)*** |
| **8.** **Recruitment and career advancement planning for academic staff (*M. Specific Guidelines)*** |
| **9. Strategy for student recruitment (*M. Specific Guidelines)*** |
| **10. Student profile and student number for each programme and year of study (Table 10)** |

**F. QUALITY ASSURANCE**

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| **1. Quality assurance policy (*M. Specific Guidelines)*** |
| **2. Internal Evaluation Committee (Table 11)** |
| **3. Quality assurance system (*M. Specific Guidelines)*** |
| **4. System and evaluation criteria of students** |
| **5. Quality indicators for Programmes of Study and their monitoring (*M. Specific Guidelines)*** |
| **6. Policy and process of preventing and dealing with plagiarism** |
| **7. Student grievance procedures** |
| **8. Criteria and student admission process**  |
| **9. Quality assurance in relation to learning resources (*M. Specific Guidelines*)** |
| **10. Quality assurance and control of the learning process** |
| **11. Quality assurance and sufficiency of student resources (ANNEX 10)** |
| **12. Inclusion, Diversity and Non-Discrimination Policy** |
| 1. **Policy on Academic Integrity**
 |

**G. ADMINISTRATION**

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| **1. Ensuring transparency in decision making by the Institution’s bodies, and the dissemination of the relevant decisions** |
| **2. Meetings of the Institution’s bodies (*M. Specific Guidelines*)** |
| **3. Administrative services of the institution (*M. Specific Guidelines*)** |
| **4. Administrative Staff (Table 12)** |

**Η. LEARNING AND TEACHING**

|  |
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| **1. Policy and process of risk assessment and sustainability of programmes of study** |
| **2. Process of introducing new programmes of study (*M. Specific Guidelines*)** |
| **3. Process of monitoring, evaluating and revising programmes of study (*M. Specific Guidelines*)** |
| **4. Compliance with national and European frameworks of professional qualifications and regulated professions and consultation with stake holders** |
| **5. Criteria and processes for the recognition of previous studies and credit transfers** |
| **6. Policy for the use of teaching rooms, laboratories and lecture rooms (*M. Specific Guidelines*)** |
| **7. Teacher-student communication and student feedback.** |

**I. ACADEMIC AND TEACHING STAFF**

|  |
| --- |
| **1. Academic Staff (Qualifications, expertise, distribution of time in teaching/research/administration) for each Department (Table 13)** |
| **2. Visiting Professors for each Department (Table 14)** |
| **3. Special Teaching Staff and Special Academic Personnel for each Department (Table 15)** |
| **4.** **Documentation of the competence of academic and other teaching staff to support the Programmes of Study**  |
| **5. Recognition and awards of academic staff** |

**J. RESEARCH**

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| **1. Research policy (*M. Specific Guidelines*)** |
| **2. Regulations and procedures of research work (ANNEX 11)**  |
| **3. Research facilities and equipment (*M. Specific Guidelines*)** |
| **4. Copyright and Intellectual Property Policy (*M. Specific Guidelines*)** |
| **5. Compliance mechanisms with International research ethics****(*M. Specific Guidelines*)** |
| **6. Internal research funding policy (*M. Specific Guidelines)*** |
| **7. Linking research activity to teaching (*M. Specific Guidelines*)** |
| **8. Linking research activity to research policy (*M. Specific Guidelines*)** |
| **9. Policy for transferring know-how to society and to the production sector (*M. Specific Guidelines*)** |

**Κ. RESOURCES**

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| **1. Institution’s Budget, based on the mission and strategic planning** **(ANNEX 12)** |
| **2. Budget management to support the Institution's operations and its development (*M. Specific Guidelines*)** |
| **3. Policy for external audit and ensuring transparency of financial management (*M. Specific Guidelines*)** |
| **4. Two-year growth budget and funding processes (ANNEX 13)** |
| **5. Funding procedures for the operation of the Institution (*M. Specific Guidelines*)** |
| 1. **Sustainability Study**
 |

**L. APPLICATION INFORMATION**

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| **Payment of fees: ………………………………………………………………………….****Receipt Number: …………………………………………………………..……………..****Date of receipt: ……………………………………………………………..…………….****Chief Person in charge of the Institution in accordance with the law:****………………………………………………………………………………………………..****Signature of the Chief Person in charge of the Institution in accordance with the law:****………………………………………………………………………………………………..****Representative of the Institution (in the case of a company):** **………………………………………………………………………………………………..****Signature of the Institution’s Representative (in the case of a company):** **………………………………………………………………………………………………..****Date of application form submission: …………………………………………….** |

**Μ. SPECIFIC GUIDELINES FOR COMPLETING THE APPLICATION FORM**

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| **Α.1 Name of Institution**: [Instructions: Provide the full name of the Institution for which the present application for Institutional evaluation is for, as approved on the basis of the previous legislative framework. If it is a new Institution, provide the full proposed name].**Α.3 Legal status of the Institution**[Instructions: State whether the Institution is a private university, a public university, a private Institution, etc. If it is a new Institution, state the proposed status].**Α.4 Operation license of the Institution**[Instructions: Provide the relevant Legislation under which an Operation License was granted to the Institution, as well as the relevant Ministerial Council Decision, Ministerial Disclosure, etc.].**Α.6 The structure of the Institution**:[Instructions: Provide a complete structure of the Institution, which includes academic and administrative bodies, faculties, departments, etc.).**Α.7 Institution’s Officials**:[Instructions: State the names of Chief persons of the Institution, e.g. President of the Council, Rector]**Β.8 Student Parking Space:**[Instructions: State the address, the size (square meters and number of spaces) and submit a site plan showing the parking spaces in relation to the rest of the Institution and the special spaces for persons with disabilities (PWD)].**Β.9 Academic and teaching staff parking space**[Instructions: same as Β.8]. |
| **C.1 Special access for students with disabilities**  [Instructions: Provide a description of the mechanisms, processes, infrastructures (building and other), welfare, etc. offered for satisfactory access for students with disabilities – PWD. At the same time, submit as Annex 7 the relevant building infrastructure plan approved by the competent authorities of the Republic of Cyprus].**C.2** **Recreation areas**  [Instructions: Provide the number and detailed description of the recreation areas and submit, as Annex 8, the relevant Infrastructure Plan as Annex 8 approved by the competent authorities of the Republic of Cyprus]. **C.3 Policy and Statutes of Academic Student Support**[Instructions: Provide a detailed description of statutes, mechanisms and processes of academic support for students in terms of communication with teaching staff, student feedback from mentors, mentoring etc.].**C.4 Policy and Statutes for Financial Student Support** [Instructions: Give a detailed description of the policy and institutions for the financial support to students such as scholarships for excellence, scholarship plans on the basis of socio-economic criteria, etc., as well as the sums corresponding to these plans for each academic year].**C.5 Counseling Services** [Instructions: Provide information on the number of persons employed, their qualifications, etc.].**C.6 Careers Office**[Instructions: Provide information on the number of persons employed, their qualifications, etc.].**C.7 Service linking the institution with businesses**[Instructions: Provide information on the number of persons employed, their qualifications, etc. Also, indicate the partnerships that have been implemented/are planned with companies /organisations and a brief description of each cooperation].**C.8 Mobility Office** [Instructions: Provide information on the number of persons employed, their qualifications, etc. Also, indicate the student exchange programmes which have been implemented / are planned, as well as the number of students/academics who have participated in exchange programmes in the last two(2) academic years].**C.9 Student clubs/organisations/associations** [Instructions: Provide information in Table 7 on number, type, group participants in student clubs/organisations/associations and their degree of independence].**C.10 Other services**[Instructions: Provide information about other services of the Institution that help achieve the Institution's mission and about the number of persons employed, their qualifications, etc.].**D.1 Library** [Instructions: Submit the Library's site plan as ANNEX 9. Also provide details of library infrastructures in terms of size, capacity, number of employees and their qualifications and hours of operation. Provide additional data on the electronic library, infrastructures, databases etc.].**D.2 Computers available for use by the students**[Instructions: Give details of access infrastructures on shared computers including the number, the sites where they are located etc.].**D.3 Technological support**  [Instructions: provide details on the structure of the Competent Service for Technological Support, the number of people employed, their qualifications, etc.]. **D.4 Technical support**  [Instructions: Provide details on the structure of the competent Technical Support Service, the number of people employed, their qualifications, etc.].  **E.1 ~~I~~nstitution’s mission statement** [Instructions: Provide the Institution’s mission as it is recorded in the Institution's Strategic Planning and also the link to the website where it is posted].**E.2 Institution’s strategic planning**  [Instructions: Provide a brief summary, (2 pages max), of the Institution’s Strategic Plan. At the same time, submit the methodology and the process adopted for the design of the strategic plan, the academic and administrative bodies involved in the process, as well as other interested parties i.e. students, academic staff, etc. Also, record the process of monitoring the implementation of the Strategic Plan and state the Institution’s competent body for this purpose].**Ε.4 Programmes of Study**  [Instructions: In the case of operating Programmes of Study, state whether they have been evaluated – accredited and approved to operate by previous bodies. Record the relevant evaluation - accreditation date, and the bodies from which it came from. In the case of new Programmes of Study, submit a separate application form on the relevant form of the Agency (No. 200.1) in accordance with the relevant procedure.]**Ε.7 Recruitment and Selection Process for Academic Staff**  [Instructions: Describe the strategy and incentives provided to attract quality academic staff, as well as the selection process].**Ε.8 Recruitment and career advancement planning for academic staff** [Instructions: Record the planning of staffing and career advancement for academic staff taking into account future retirements, expected recruitment and academic staff development in order to ensure the smooth implementation of the Programmes of Study offered over a five-year period].**Ε.9 Strategy for student recruitment** [Instructions: Describe the strategy and incentives provided to attract quality students from both Cyprus and abroad]. **F.1 Quality Assurance Policy** [Instructions: Record, in not more than two pages, the Institution's quality assurance policy in relation to its registered mission].**F.3 Quality Assurance system**  [Instructions: Record, in not more than two pages, the Institution's quality assurance system and the Institution’s functions/sectors it covers].**F.5 Quality Indicators for Programmes of Study and their monitoring**  [Instructions: Record briefly the quality indicators taken into account for the internal evaluation of the Programmes of Study offered by the Institution and indicate the competent body/party responsible for monitoring them].**F.9 Quality Assurance in relation to learning resources**[Instructions: Record the policy and process followed to ensure quality in relation to learning resources].**G.2 Meetings of the Institution’s Bodies** [Instructions: Record the number of meetings of the Institution’s Council/Senate per academic year and the procedure followed].**G.3 Administrative services of the Institution**           [Instructions: Provide a plan of the whole structure of the Institution].**Η.2 Process of introducing new Programmes of Study**  [Instructions: Record briefly the stages of introducing new Programmes of Study i.e. market research, feasibility study, etc. and the decision-making process].**Η.3 Process for monitoring, evaluating and revising Programmes of Study**          [Instructions: Submit the methodology and the process of monitoring, evaluation and revision of programmes, academic and administrative bodies and other stakeholders involved in the process, e.g. students, academic staff, etc.]**Η.6 Policy for the use of classrooms, laboratories and lecture rooms**  [Instructions: Describe briefly the policy of using the above infrastructure in relation to the number of students using them, e.g. students per lab, etc.].**J.1 Research policy** [Instructions: Record, in not more than one page, the Institution's research policy in relation to the Institution’s recorded mission statement]. **J.3 Research facilities and equipment**  [Instructions: Give details of the infrastructures used to carry out research work in terms of space, capacity, number of employees and qualifications, hours of operation etc.].**J.4 Copyright and Intellectual Property Policy**           [Instructions: Record, in no more than one page, the Institution’s policy for Intellectual property and use]. **J.5 Compliance mechanisms with International Research Ethics**  [Instructions: List the institutionalised mechanisms of compliance with International rules of research ethics]. **J.6 Internal research funding policy**  [Instructions: Record, in not more than one page, the Institution’s internal research funding policy]. **J.7 Linking research activity to teaching** [Instructions: In not more than one page, show how the Institution uses the results of research in teaching]. **J.8 Linking research activity to research policy**  [Instructions: In not more than one page, document the link between the research activity taking place in the Institution and the established research policy of the Institution]. **J.9 Policy for transferring know-how to society and the production sector** [Instructions: In not more than one page, record the Institution's policy on the methods and procedures used to transfer know-how to society and the production sector].**K.2 Budget management to support the Institution's operations and development** [Instructions: In not more than one page, record the Institution's budget management process to support its operations and development and name the services and academic body involved].**K.3 Policy for external audit and ensuring transparency of financial management** [Instructions: In not more than one page, record the policy for external audit and ensuring transparency in the financial management of the Institution].**K.5 Funding procedures for the operation of the Institution**[Instructions: In not more than one page, describe the funding procedures for the operation of the Institution]. |

**ANNEX 14 – QUALITY STANDARDS AND INDICATORS**

**GUIDELINES:**

**This ANNEX must be completed by the Institution’s Internal Evaluation Committee. The ANNEX comprises an integral part of the Institutional Evaluation application.**

**Quality Standards and Indicators**

The present document has been prepared within the framework of the authority and competencies of the Cyprus Agency of Quality Assurance and Accreditation in Higher Education, according to the provisions of the “Quality Assurance and Accreditation of Higher Education and the Establishment and Operation of an Agency on Related Matters Laws of 2015 and 2021 [Ν. 136 (Ι)/2015 και Ν. 132(Ι)/2021].

The document describes the quality standards and indicators applied for institutional evaluation.

**DIRECTIONS:** Note what is applicable for each quality standard/indicator.

1. Non Compliance
2. Partial Compliance
3. Substantial Compliance
4. Compliance

**It is highlighted that, in the case of standards and indicators that cannot be applied due to the status of the institution, N/A (= Not Applicable) should be noted and a detailed explanation should be provided on the institution’s corresponding policy regarding the specific quality standard or indicator.**

**TABLE 11: INTERNAL EVALUATION COMMITTEE**

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| **NAME** | **TITLE** |
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| 1. **INSTITUTION’S ACADEMIC PROFILE AND ORIENTATION**
 |
| **1.1** | **Mission and Strategic planning** | **1** | **2** | **3** | **4** | **N/A** |
| 1.1.1  | The Institution has formally adopted a mission statement which is available to the public and easily accessible. |  |  |  |  |  |
| 1.1.2 | The Institution has developed its strategic planning aiming at fulfilling its mission. |  |  |  |  |  |
| 1.1.3  | The Institution’s Strategic planning includes short, medium-term and long-term goals and objectives, which are periodically revised and adapted. |  |  |  |  |  |
| 1.1.4 | The offered Programmes of Study align with the aims and objectives of the Institution’s development. |  |  |  |  |  |
| 1.1.5 | The academic community is involved in shaping and monitoring the implementation of the Institution's development strategies. |  |  |  |  |  |
| 1.1.6 | Interested parties such as academics, students, graduates and other professional and scientific associations participate in the Institution's development strategy. |  |  |  |  |  |
| 1.1.7 | The mechanism for collecting and analysing data and indicators needed to effectively design the Institution's academic development is adequate and effective. |  |  |  |  |  |
| Justify the numerical evaluation and write additional comments that you may have for this criterion. |
| **1.2** | **Connecting with society** | **1** | **2** | **3** | **4** | **N/A** |
| 1.2.1 | The Institution has effective mechanisms to assess the needs and demands of society and takes them into account in its various activities. |  |  |  |  |  |
| 1.2.2 | The Institution provides sufficient information to the public about its activities and the Programmes of Study offered. |  |  |  |  |  |
| 1.2.3 | The Institution ensures that its operation and activities have a positive impact on society. |  |  |  |  |  |
| 1.2.4 | The Institution has an effective communication mechanism with its graduates. |  |  |  |  |  |
| Justify the numerical evaluation and write additional comments that you may have for this criterion. |

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| **1.3** | **Development processes** | **1** | **2** | **3** | **4** | **N/A** |
| 1.3.1 | Effective procedures and measures are in place to attract and select academic staff, to ensure that they possess the formal and substantive skills to teach, research and effectively carry out their work. |  |  |  |  |  |
| 1.3.2 | The institution has a two-year growth budget that is consistent with its strategic planning. |  |  |  |  |  |
| 1.3.3 | Planning academic staff recruitment and their professional development is in line with the Institution's academic development plan. |  |  |  |  |  |
| 1.3.4 | The Institution applies an effective strategy of attracting high-level students from Cyprus. |  |  |  |  |  |
| 1.3.5 | The Institution applies an effective strategy to attract high-level students from abroad. |  |  |  |  |  |
| 1.3.6 | The funding processes for the operation of the Institution and the continuous improvement of the quality of its Programmes of Study are adequate and transparent. |  |  |  |  |  |
| Justify the numerical evaluation and write additional comments that you may have for this criterion.Additionally, write: Expected number of Cypriot and foreign students. * Countries of origin of foreign students and number of students from each country.
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| 1. **QUALITY ASSURANCE**
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| **2.1** | **System and quality assurance strategy** | **1** | **2** | **3** | **4** | **N/A** |
| 2.1.1 | The committee and the internal quality assurance system work systematically and effectively. |  |  |  |  |  |
| 2.1.2 | Quality assurance policies are being developed with the active engagement of interested parties. |  |  |  |  |  |
| 2.1.3 | The quality assurance system adequately covers all the functions and sectors of the Institution's activities: |  |  |  |  |  |
| 2.1.3.1 | The teaching and learning |  |  |  |  |  |
| 2.1.3.2 | Research |  |  |  |  |  |
| 2.1.3.3 | The connection with society |  |  |  |  |  |
| 2.1.3.4 | Management and support services  |  |  |  |  |  |
| 2.1.4 | The Quality Assurance system promotes a culture of quality. |  |  |  |  |  |
| Justify the numerical evaluation and write additional comments that you may have for this criterion. |

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| **2.2** | **Ensuring Quality of the Programmes of Study** | **1** | **2** | **3** | **4** | **N/A** |
| 2.2.1 | The responsibility for decision-making and monitoring the implementation of the Programmes of Study offered by the Institution lies with the academic personnel. |  |  |  |  |  |
| 2.2.2 | The system and criteria for assessing students' performance in the subjects of the Programmes of Studies offered by the Institution are clear, sufficient and known to the students. |  |  |  |  |  |
| 2.2.3 | The quality control system refers to specific indicators and is effective.  |  |  |  |  |  |
| 2.2.4 | The results from student assessments are used to improve the programmes of Study. |  |  |  |  |  |
| 2.2.5 | The policy dealing with plagiarism committed by students as well as mechanisms for identifying and preventing it are effective. |  |  |  |  |  |
| 2.2.6 | The Institutionalised procedures for examining students' objections / disagreements on issues of student evaluation or academic ethics are effective. |  |  |  |  |  |
| 2.2.7 | The Institution publishes information related to the programmes of Study, credit units, learning outcomes, methodology, student admission criteria, completion of studies, facilities, number of teaching staff and the expertise of academic and teaching staff. |  |  |  |  |  |
| 2.2.8 | The Institution has a clear and consistent policy on the admission criteria for students in the various programmes of Studies offered. |  |  |  |  |  |
| 2.2.9 | The Institution ensures that effective methodology is applied in the learning process. |  |  |  |  |  |
| 2.2.10 | The Institution systematically collects data in relation to the academic performance of students, implements procedures for evaluating such data and has a relevant policy in place. |  |  |  |  |  |

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| 2.2.11 | The Institution ensures adequate and appropriate learning resources in line with European and international standards and / or international practices, particularly: | **1** | **2** | **3** | **4** | **N/A**  |
| 2.2.11.1 | Building facilities |  |  |  |  |  |
| 2.2.11.2 | Library |  |  |  |  |  |
| 2.2.11.3 | Rooms for theoretical, practical and laboratory lessons |  |  |  |  |  |
| 2.2.11.4 | Technological Infrastructure |  |  |  |  |  |
| 2.2.11.5 | Support structures for students with special needs and learning difficulties  |  |  |  |  |  |
| 2.2.11.6 | Academic Support |  |  |  |  |  |
| 2.2.11.7 | Student Welfare Services |  |  |  |  |  |
| Justify the numerical evaluation and write additional comments that you may have for this criterion.Also, write the following:- Percentage of students taking part in examinations- Success exam rates of students - Average grade of degree, percentage score breakdown- Average duration of studies to obtain a degree- Work assessments and percentage score/results analysis- Percentage analysis of performance in Practice Exercise - The ratio of students/teachers per subject, in theoretical and practical  subjects |

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| **3. ADMINISTRATION** |
| **3.1** | **Administration** | **1** | **2** | **3** | **4** | **N/A** |
| 3.1.1 | The administrative structure is in line with the legislation in force and the Institution's declared mission. |  |  |  |  |  |
| 3.1.2 | The members of the academic and administrative staff and the students participate, at a satisfactory degree and on the basis of specified procedures, in the management of the Institution. |  |  |  |  |  |
| 3.1.3 | Adequate allocation of competences and responsibilities is ensured so that in academic matters, decisions are made by academics and the Institution’s Council competently exercises legal control over such decisions. |  |  |  |  |  |
| 3.1.4 | The Institution applies effective procedures to ensure transparency in the decision-making process. |  |  |  |  |  |
| 3.1.5 | The Boards of Departments and Schools, as well as the institutionalised Committees of the Institution, operate systematically and exercise fully the responsibilities provided by the legislation and / or the Constitution and / or the Internal Regulations of the Institution. |  |  |  |  |  |
| 3.1.6 | The Council and the Senate operate systematically and autonomously and exercise the full powers provided for by the Statute and / or the Constitution of the Institution without the intervention or involvement of a body or person outside the law provisions. |  |  |  |  |  |
| 3.1.7 | The manner in which the Council and the Senate operate and the procedures for disseminating and implementing their decisions are clearly formulated and implemented precisely and effectively. |  |  |  |  |  |
| 3.1.8 | The Institution applies procedures for the prevention and disciplinary control of academic misconduct of students, academic and administrative staff, including plagiarism. |  |  |  |  |  |
| Justify the numerical evaluation and write additional comments that you may have for this criterion. |

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| **4. LEARNING AND TEACHING** |
| **4.1** | **PLANNING OF THE PROGRAMMES OF STUDY**  | **1** | **2** | **3** | **4** | **N/A** |
| 4.1.1 | The Institution provides an effective system for designing, approving, monitoring and revising Programmes of Study. |  |  |  |  |  |
| 4.1.2 | An effective mechanism for evaluating programmes of Study is ensured by the students and the academic staff of the Institution. |  |  |  |  |  |
| 4.1.3 | The Programmes of Study are in compliance with the existing legislation and meet the professional qualifications requirements in the professional courses, where applicable. |  |  |  |  |  |
| 4.1.4 | The Institution ensures that its Programmes of Study integrate theory and practice effectively. |  |  |  |  |  |
| Justify the numerical evaluation and write additional comments that you may have for this criterion. |
| **4.2** | **ORGANISATION OF TEACHING** | **1** | **2** | **3** | **4** | **N/A** |
| 4.2.1 | The Institution establishes student admission criteria for each programme, which are adhered to consistently. |  |  |  |  |  |
| 4.2.2 | Recognition of prior studies and credit transfer is regulated by procedures and regulations that are in line with European standards and/or international practices. |  |  |  |  |  |
| 4.2.3 | The number of students in the teaching rooms is suitable for theoretical, practical and laboratory lessons. |  |  |  |  |  |
| 4.2.4 | The teaching staff of the Institution have regular and effective communication with their students. |  |  |  |  |  |
| 4.2.5 | The teaching staff of the Institution provide timely and effective feedback to their students. |  |  |  |  |  |
| Justify the numerical evaluation and write additional comments that you may have for this criterion. |
| **5. ACADEMIC AND TEACHING STAFF** |
| **5.1** | **Suitability of Teaching staff qualifications** | **1** | **2** | **3** | **4** | **N/A** |
| 5.1.1 | The number of academic staff - full-time and exclusive work - and the subject area of the staff sufficiently support the Programmes of Study. |  |  |  |  |  |
| 5.1.2 | The teaching staff of the Institution have the relevant formal and substantive qualifications for teaching the individual subjects as described in the relevant legislation. |  |  |  |  |  |
| 5.1.3 | The Visiting Professors' subject areas adequately support the Institution’s Programmes of Study. |  |  |  |  |  |
| 5.1.4 | The Special Teaching Staff and Special Scientists have the required qualifications, sufficient professional experience and expertise to teach a limited number of Programmes of Study. |  |  |  |  |  |
| 5.1.5 | The ratio of Special Reaching Staff and the members of the Academic Personnel is satisfactory. |  |  |  |  |  |
| 5.1.6 | The ratio of the number of subjects of the Programmes of study taught by academic staff working fulltime and exclusively to the number of subjects taught by part-time academic staff ensures the quality of the Programmes of Study. |  |  |  |  |  |
| 5.1.7 | The ratio of the number of students to the total number of teaching staff is sufficient to support and ensure the quality of the Programmes of Study. |  |  |  |  |  |
| Justify the numerical evaluation and write additional comments that you may have for this criterion.Write:- Number of academic staff working full-time and having exclusive work- Number of Special teaching staff working full-time and having exclusive work- Number of Visiting Professors - Number of Special Scientists on lease services |
| **6. RESEARCH** |
| **6.1** | **Research** | **1** | **2** | **3** | **4** | **N/A** |
| 6.1.1 | The Institution has a research policy formulated in line with its mission. |  |  |  |  |  |
| 6.1.2 | The Institution consistently applies internal regulations and procedures of research activity, which promote the set out research policy and ensure compliance with the regulations of research projects financing programmes. |  |  |  |  |  |
| 6.1.3 | The Institution provides adequate facilities and equipment to cover the staff and students’ research activities. |  |  |  |  |  |
| 6.1.4 | Through its policy and practices, the Institution encourages research collaboration within and outside the Institution, as well as participation in collaborative research funding programmes. |  |  |  |  |  |
| 6.1.5 | The Institution uses a policy for the protection and exploitation of intellectual property, which is applied consistently. |  |  |  |  |  |
| 6.1.6 | The results of the academic staff research activity are published to a satisfactory extent in international journals which work with critics, international conferences, conference proceedings, publications, etc. The Institution also uses an open access policy for publications, which is consistent with the corresponding national and European policy. |  |  |  |  |  |
| 6.1.7 | The Institution ensures that research results are integrated into teaching and, to the extent applicable, promotes and implements a policy of transferring know-how to society and the production sector. |  |  |  |  |  |
| 6.1.8 | The Institution provides mechanisms which ensure compliance with international rules of research ethics, both in relation to research activity and the rights of researchers. |  |  |  |  |  |

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| 6.1.9 | The external, non-governmental, funding of research activities of academic staff is similar to other Institutions in Cyprus and abroad. |  |  |  |  |  |
| 6.1.10 | The policy, indirect or direct of internal funding of the research activities of the academic staff is satisfactory, based on European and international practices. |  |  |  |  |  |
| 6.1.11 | The Programmes of Study implement the Institution’s recorded research policy. |  |  |  |  |  |
| Justify the numerical evaluation and write additional comments that you may have for this criterion. |

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| **7. RESOURCES** |
| **7.1** | **RESOURCES** | **1** | **2** | **3** | **4** | **N/A** |
| 7.1.1 | The Ιnstitution has sufficient financial resources to support its functions, managed by the Council/Senate. |  |  |  |  |  |
| 7.1.2 | The Institution follows sound and efficient management of the available financial resources in order to develop academically and research wise. |  |  |  |  |  |
| 7.1.3 | The Institution’s profits and donations are used for its development and for the benefit of the university/school of higher education community. |  |  |  |  |  |
| 7.1.4 | The Institution's budget is appropriate for its mission and adequate for the implementation of strategic planning. |  |  |  |  |  |
| 7.1.5 | The Institution carries out an assessment of the risks and sustainability of the Programmes of Study and adequately provides feedback on their operation. |  |  |  |  |  |
| 7.1.6 | The Institution's external audit and the transparent management of its finances are ensured. |  |  |  |  |  |
| Justify the numerical evaluation and write additional comments that you may have for this criterion. |

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| **CONCLUDING REMARKS – SUGGESTIONS** Write any comments and / or suggestions for the Institution as a whole or for individual components and criteria within the present evaluation. |

**Names and Signatures of the Chair and Members of the Internal Evaluation Committee:**

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| **Name:** | **Signature:** |
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Date: …………………………….